Term	Definition	Possible "Front to Back" use	Advantages	Disadvantages
Instructor-Led Presentation	A structured oral presentation in a classroom setting, which encourages discussion and trainee participation when required. Instructor serves as facilitator, expert, role-model. Delivery of information could be supplemented with learning activities.	Classes are taught in the regions or at Headquarters. Instructor walks participants through financial aid delivery process. Participants learn information through various interactive learning activities.	• Can deliver a large amount of factual information. • Questions can be addressed as they arise. • Allows exchange of ideas.	• Dependent upon instructor having good presentation skills. • Instructor must be knowledgeable in the subject matter. • Must have instructors available. • Travel to regions or headquarters may be required.
Paper Based Self Study	Self paced, structured training from a workbook or other printed materials.	Prepare paper based self study materials for participants. Participants read through materials and prepare a self exam to confirm learning. It can also be used as a pre-requisite to other types of training.	• Training can be completed at point of need. • Reduced cost of travel.	• Limited opportunity to ask questions. • No interaction with others. • Information retention rate is low.

Term	Definition	Possible "Front to Back" use	Advantages	Disadvantages
CBT /Web-based/Distance Learning combination	Technology enabled training, where the participant receives materials via the computer, completes assignments, and receives feedback from a virtual team.	Participants receive their course materials via the internet, on CD, or diskette. Participants are provided with a schedule for each day of the session (topics to cover, assignments). Participants complete their work locally and email their work to teammates for feedback. All participants gather to interact via a conference call at the end of each session. A coach is designated for the class, who facilitates the calls, reviews assignments, and provides one on one help as needed.	• No travel required. • Can have geographically disbursed teams. • Allows self-paced learning but also has interaction with others.	• Requires coaches to be available. • Technology must be available (conferencing telephones, computers). • Requires participants have a comfort level with the technology being used. • Requires technical support.

Term	Definition	Possible "Front to Back" use	Advantages	Disadvantages
Simulation/Role Play/Goal-Based Scenario	A scenario which tries to mimic a real situation and puts the participants in control. May be a role play, paper based or CBT.	Can be combined with any training delivery method. Can test the participant's understanding of a required action and behavior in a real life scenario.	• Learning is active rather than passive. • Fosters a sense of responsibility. • Presents realistic situations. • Shows the consequences of decisions. • Reality can be simplified to focus participants on relevant issues. • Immediate feedback available. • Participants can practice their new skills in a risk free environment.	• Can be difficult to develop. • Must be carefully constructed to ensure the desired objectives are achieved. • Some situations may be difficult to simulate.

Games	A learning activity with rules and a competitive situation, often having winners and losers. The learning comes from experiencing the game and interacting with other participants.	Can be used in any delivery method. Games are often used to review specific content. Games can improve learning motivation when training is fairly dry.	- Participants learn from what they do (experiential learning). - Highly motivational. - May provide participation for all participants. - Learning is rapid. - Participants roles are active and the instructors role is de-emphasized.	- Can be difficult and time consuming to develop. - May be limited on the number of players a game can accommodate.

Term	Definition	Possible "Front to Back" use	Advantages	Disadvantages
Group Discussion	A learning activity with groups of participants which requires the participants to make decisions, recommendations, or provide analysis on some issue.	Can be used in any delivery method when you want to observe or encourage team/group interaction.	• Provides opportunities for group interaction. • Requires participants to actively use their knowledge of the subject. • Requires use of judgements rather than simply restating the information.	• May exclude participants with poor communication skills.
Case Study	A detailed account of an event or organization that is presented to the participants for discussion and/or activity.	Case studies can be combined with any training delivery method. They often enhance individual or group learning and can be used as a testing tool.	• Adds realism to the content or topic by involving a real situation. • Problem solving and analytical skills are developed.	• Perceived relevance for some participants may be low. • Often difficult to create a case that includes all the relevant components.

			No travel or facility costs.	Development time for Web Based materials is substantial.
Distance Learning	Composed of several delivery methods joined together to create a cohesive training vehicle usually on the web.	Can be combined with printed materials to create a course where participants work alone, in teams, and as a full group to discuss questions and challenges encountered during team and individual activities.	• No travel or facility costs. • Participant location does not matter. • Materials can be quickly modified and updated when needed. • Provides chance for geographically separated participants to interact and share perspectives.	• Development time for Web Based materials is substantial. • Participants must be self motivated to perform required studies. • Time zones must be considered when setting up conference call times. • Needs strong facilitator to control classes. • No personal contact with other participants other than virtual.